

10 March 1977

MEMORANDUM FOR: John F. Blake
Deputy Director for Administration

STAT FROM :
Chief, Micrographics Program Branch

STAT VIA :
Chief, Information Systems Analysis Staff

SUBJECT : Agency Micrographics Report - 1976

1. This memorandum is for your information.

2. Background

This report will summarize, in a concise fashion, the Agency micrographics program for calendar year 1976. Included is information on applications, production statistics, equipment purchases and personnel data.

3. Highlights

Significant Agency micrographics activities for 1976 are as follows:

	<u>1976</u>	<u>Change from 1975</u>
New applications	10	
Cumulative Agency micrographic applications	445	
Agency Microforms Production	18,916,000	+ 115,000 ✓
Source document images	9,770,312	- 20.5% ✓
COM images	9,145,725	+ 30.2% ✓
Microfiche produced	1,055,952	+ 47.5% ✓
Source document microfiche	763,870	+ 47.9% ✓
COM microfiche	229,082	+ 48.3% ✓
Total value of Agency micrographic equipment	\$ 3,749,100	+\$ 17,356
Paper avoidance ^{ATTRIBUTED TO COM} (pages)	47,900,000	+ 43%
Man years for production of microforms	96	+ 1.8 MY

	<u>1976</u>	<u>Change from 1975</u>
a. Staff years	80.2 68	- 12.2 MY
b. Contract years	15.8 29	+ 13.2 MY
Production personnel salary costs (staff and contract)	1,255,278 \$ 1,200,000+	
Production space allocations	15,128 15,800 square feet	

4. Analysis

A. Acceptance of Microforms

Micrographics seems to be receiving much wider acceptance in government than in the past. The activities of standards groups such as the Information Handling Committee Micrographics Working Group and National Bureau of Standards, Federal Information Processing Standard (FIPS) Task Group 18 indicate an awareness on the part of both the Intelligence Community and other government Agency's for the need to standardize micrographics throughout the government. Government activities such as the Civil Service Commission Micrographics Training Program and the new micrographics courses at NARS, Federal Government Micrographics Council/National Archives and Records Service organization also points up an increased interest and attention. At a recent Federal Government Micrographics Council/Civil Service Commission Micrographics Symposium held at the University of Maryland, in excess of 700 government personnel attended. Of course this trend is not new in the Agency, but we expect as space requirements become more critical, additional emphasis to be placed on the need for micrographics.

B. Source Document

During 1976 we have experienced significant changes within the Agency source document microfilm production. While the total Agency original images produced for 1976 were 115,000 greater than 1975, original image production, source document photography has decreased 20.5%. Our overall totals were maintained, however by the fact that COM original images increased more than 30%. We attribute the decline in source document filming to the fact that document preparation tasks consume too much time within the offices. We have proposed that a small group of file preparation personnel be employed to assist offices with backlogs in file preparation. The initial proposal made in February, 1976, to hire handicapped people for file preparation did not materialize because the Office of Personnel couldn't recruit handicapped people suitable for these tasks on a part-time basis. In November, 1976, the Chief, Micrographics Program Branch requested and was granted approval to waive the handicapped requirement. Hopefully, a files preparation team will EOD early in 1977 and source document images will increase

during 1977 permitting the destruction of the paper records.

Another reason for the decline in source document filming was the moratorium. There seemed to be a misunderstanding on the part of many offices who thought they could not destroy their records after they were filmed. Some projects just got bogged down because there was no follow-up to see that the application continued. MPB is working to dispell the misunderstanding about the destruction and is reviewing all previous applications to assure they are still valid and that all possible benefits are being realized.

C. Computer Output Microfilm (COM)

During calendar year 1976, COM production from the DDA and DDO COM operations increased 30% over 1975. COM output now represents 48% of the total Agency output of original images, up from 37.4% of total Agency production in 1975. Original and duplicate COM images totaled 44.9 million for the year and this certainly indicates that COM generated microforms will continue to increase in popularity in the future.

D. Major Equipment Activities

In October 1976, the DDO Micrographics Branch upgraded their COM Recorder from a Datagraphix 4530 to a Datagraphix 4561. The 4561 has a mini-computer front end unit and can perform numerous tape reformatting functions. The 4530 required specially produced COM format tape which used considerable host computer time for formatting. This COM Recorder is identical to the unit currently housed in P&PD and therefore back-up for either system is readily available. Both of the 4561 COM Recorders are leased units and we feel this is preferable to purchasing. The 4360 in P&PD was purchased and therefore is still in operation, used primarily for applications requiring 16mm roll and financial data film output. During 1976, one updatable microfilm application was implemented as a pilot project. This application was in the Office of Security (dossier file system) and is being run on the Scott 200 Updatable Microfiche Camera. The Scott system was brought in for a several month test period to determine the feasibility of using this system within the Agency. There have been some initial technical problems with this system primarily in obtaining consistent density from fiche to fiche and Scott has been working to correct this deficiency. Additionally, MPB has reviewed the Microx Updatable Microfiche System in New York and expects to take delivery early in 1977.

E. Major Systems

The DDI and DDO have both completed systems studies for upgrading their document storage and retrieval systems. They are in the process of preparing a joint Request for Proposal (RFP) which should be available for vendor response within the first

quarter of 1977. This joint RFP is the result of a Comptroller request that the DDO and DDI attempt to maintain some compatibility in their systems if at all possible. Indications are that a film based computer controlled system may have the edge, however, a machine readable digital system has not been ruled out.

F. Micropublishing

As previously reported through the joint efforts of P&PD/OL, OCR/DDI and the production staffs, the Finished Intelligence microfilming project was started in April, 1974. Since that time all Agency produced Finished Intelligence Reports have been published on microfiche as well as paper. To date the use of the microfiche has been disappointing. The DDI has been reluctant to fully publicize and promote the use of the microfiche. Suggestion by MPB to print a notice on the paper copy that it is also available on film or otherwise send a notice to the users of the reports about the fiche has been rejected. Also a plan to distribute simultaneously film and paper so that after the paper copy had served its immediate use the microfiche could be retained in the files for future use, was rejected. These ideas will be pursued again early in 1977 with the recently formed DDI Publications and Presentations Group. The FBIS Daily Reports and Joint Publication Research Service Reports (JPRS) are being microrepublished and although these film items are gaining acceptance they will be included in the overall program to increase the use of film. The DDO, some DDS&T components, and Office of Communications/DDA are distributing records overseas on microfiche including manuals and field regulations.

G. Training

There continues to be a demand for the two Seminars conducted by MPB, particularly the two day "Introduction to Micrographics", which continues to be oversubscribed. During 1976, MPB conducted five (5) "Introduction to Micrographics" Seminars with a total of 201 Agency personnel attending, ranging in grade from 3 to 15.; and two (2) "Introduction to COM" Seminars with a total of 67 attending.

In addition, MPB arranged for, and coordinated, a technical training program for the camera operators and other technical personnel in the various Agency micrographics processing shops. The actual training is conducted by Air Force Instructors from Lowry Air Force Base. The only cost to the Agency is travel and per diem for the Instructors, amounting to \$1,100 per session.

H. Standard Activities

MPB continues to participate in groups working for government-wide standards for micrographics. These groups

currently include the IHC Micrographics Working Group and the National Bureau of Standards Task Group 18. The primary purpose of these groups is to develop standards which will be universally applied within government micrographics activities, thereby producing a uniform product which can be readily exchanged by the various agencies.

I. Micrographics Users Group

The Agency Micrographics Users Group continues to meet on a periodic basis. This group provides a forum for producers and consumers to exchange ideas on various Agency applications and to discuss problems of common interest. In addition this group is used for the dissemination of technical information across the Agency. The MUG group provides a quick means of obtaining technical evaluations.

J. Equipment Recycled

MPB has continued the practice of picking up accountability for much of the micrographics equipment which is scheduled for turn-in within the Agency. During calendar year 1976 we were able to redistribute approximately \$58,000 worth of equipment to various Agency components. This equipment is distributed without cost to the component and the only requirement is that they accept accountability for the item. We plan to continue this activity for the coming year, in fact, it is an official objective of the Branch.

K. Advanced Systems

The major types of systems we are currently interested in are Computer Input Microfilm (CIM) and color microfiche. MPB has recently been approached by Information International about our interest in a CIM device and we have indicated that as an Agency we would certainly be interested in this capability. Information International is currently the only manufacturer of a viable CIM device. Their Graphics I has been operating successfully in several locations for the last year or more. The main drawback to this system as it exists is cost. The basic system is priced in the neighborhood of 3.5 to 4 million dollars. Hopefully Information International will introduce a somewhat stripped down version of Graphics I which will be capable of handling just computer generated data in an OCR font. At such time we would like to explore the possibilities of using film to store computer data rather than mag tape, which is not a permanent medium and requires considerable attention over its life span.

Color microfilm has long been an area of discussion within the Agency. More and more commercial applications are utilizing color microfiche and we anticipate Agency requirements for it at some point in the future. For this reason MPB continues to monitor

production equipment for color microforms.

L. Problem Areas

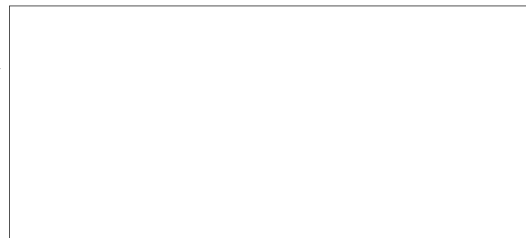
The major difficulties continue to be selling the use of microforms to the operating officials and getting full cooperation from all micrographics activities in the Agency. Many components tend to want to go their own way unless some "wormy" problem surfaces, then they are happy to come to MPB. Of course, we are pleased that they do and we coordinated solutions, new procedures and techniques to other components. Another area of concern, if not a problem, is the role ORD/DDS&T is playing in Micrographics. There seems to be a definite overlapping of functions and responsibilities. Conversations with ORD personnel and ORD "customers" in the Agency have failed to clarify ORD's role in Micrographics and Word Processing. As you know, MPB and the Systems Staff in P&PD have an excellent working relationship, we have an understanding of our respective roles in Micrographics and work together on all phases of the program. In the case of ORD they seem to get involved in everything separate and apart from MPB and P&PD. However, they seem to be doing the same things. For example, one of the key activities of MPB is keeping abreast of systems and equipment in the micrographics field - both present and future - and using this knowledge in the promotion of micrographics in the Agency, however, everytime we visit a vendor or critique a system, we find that ORD has duplicated our efforts. Also, frequently as we conduct surveys or ask for information in the Agency we are told that ORD is doing the same thing or have announced that they were working on the same item. I am not complaining about their activity, maybe it is good to have a third component look at all of these things, but I am concerned about the way the ORD people conduct their activities. They seem to misrepresent their intent to the vendors and they imply to both vendors and Agency personnel that they are acting for and/or with the knowledge and consent of MPB and P&PD when in fact they are not. The major difference in ORD activities and those of MPB and P&PD is that we share our knowledge and experience with the entire Agency while the ORD people do not.

SUMMARY

We feel that 1976 has been another very successful year in the Agency Micrographics Program and look forward to even more success in 1977. While there may not be as many new applications each year as in the past, all existing applications will be reviewed and refined as appropriate. An example of how approved applications can get bogged down is the JPRS project at the Agency Archives. P&PD was filming this series of reports on a time available basis and returning the film and paper copies to Archives where both were put back on the shelf. Not only had the production of this project declined, but nothing was really gained because the Archives took no action on its end. As a result of the MPB review and recommendations the production has increased and the film is being checked by the Archives and the paper copies destroyed. Other applications are being reviewed and similar results are expected. In August, 1975, the Word Processing function was added to MPB as an

additional responsibility and one staff Officer was assigned on a part-time basis to administer this program. This was an impossible task on a part-time basis, so in June, 1976, the staff Officer was assigned full-time as the Agency Word Processing Coordinator. MPB did not receive any additional manpower in 1975 or 1976 and although this takes away from the Micrographic effort we have been able to satisfactorily carry on both programs as a team. Members of the Branch back-up the Word Processing Coordinator as appropriate and she has maintained her expertise in Micrographics and assists with these activities when required.

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Attachment: Production Chart

DDA/ISAS/MPB/WGR/ [redacted] (16 March 1977)

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Distribution:

Orig - DDA

1 - C/ISAS

1 - [redacted]

1 - MPB Subj.

1 - MPB Chrono

STAT

AGENCY MICROFORMS PRODUCTION - 1976

(INCLUDES COM)

18,916,000 ORIGINAL IMAGES

